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| **FSR Incoming Post-doc Fellowships** |

**APPLICATION FORM 2025**

Applications are to be introduced electronically **by the candidate/researcher** who will have been in contact with a supervisor in the host institution (the name of the supervisor must be identified in point 17 of the application form).

The **complete** form (duly signed by the candidate **and** his/her supervisor and dated) has to be sent together with the **following annexes**: (1) a curriculum vitae (Europass template) of the applicant **and** a narrative curriculum vitae[[1]](#footnote-1) (max. 1 double-sides A4 sheet), (2) a list of scientific publications of the applicant, (3) a description of the research and training project to be conducted, (4) a recommendation letter by an academic member of the home institution, (5) a recommendation letter by an internationally recognized scientific personality and (6) a motivation letter by the supervisor of the host institution.

Please also consult the “Guide for applicant 2025” before filling this form.

**VERY IMPORTANT INFORMATION**

- The form must be **typed** and the complete application file (form + annexes) sent as **one single PDF** **file** by email;

- Applications (**maximum 1 proposal per supervisor**) must be submitted electronically to the UCLouvain Research Department (crec-adre@uclouvain.be) by **October 1st, 2024 at 9 am** (Brussels time) at the latest.

- The file has to be filled **in English** in order to facilitate the evaluation by international experts. Exceptions are possible according to the research topic but **must be duly justified** (written request addressed to the President of the UCLouvain Research Council prior to the application submission).

**Files that are incomplete, submitted after deadline or those not meeting eligibility criteria might be considered ineligible and rejected before evaluation**

***Program Manager*:**

UCLouvain Research Department

Sara.wilmet@uclouvain.be

Tel: +32 10 47 38 36

**A. CANDIDATE INFORMATION**

**A1. CURRICULUM VITAE**

1. Title: Mr – Mrs – Ms – Miss

2. Name: ………………………………………………………………………………………………

3. First name(s): ……………………………………………………………………………………..

4. Permanent address (number, postal code, country, etc.): …………………………………………………………………………………………………………………………………………………………………………………………………………………………

5. Current residence - number, postal code, country, etc. (if different from permanent address)[[2]](#footnote-2):

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6. Date of birth: ………………………………………………………………………………………

7. Nationality: …………………………………….………………………………………………….

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**A2.** **SCIENTIFIC EDUCATION**

8. University certificates and diplomas: degree, date (Day/Month/Year), institution, mention

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9. Knowledge of foreign languages of use in Belgium:

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10. Other previously obtained fellowships: place, duration, granting office, purpose:

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**A3. RESEARCH ACTIVITIES**

11. Occupied functions: institution, position, period:

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12. Current occupation + possibilities of returning after the mission:

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13. Which scientific societies are you a member of?

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14. List of scientific prizes you obtained:

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15. List of the 5 most representative publications (explaining your personal contributions to each of them), according to the post-doctoral stays and activities of the Host Unit: co-authors, titles, dates, journals, pages.

 You can add on a separate sheet in annex your complete publications, listed as:

 a) articles in journals with peer review;

 b) proceedings of symposia, workshops, colloquia ...;

 c) abstracts;

 d) editor of books;

 e) patents;

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16. Give a short description of the research you performed and are currently involved in:

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 **B. PROPOSED RESEARCH PROJECT**

**B1. HOST INSTITUTION**

17. Supervisor: ………………………………………………………………………………….

18. Name, address, telephone number and e-mail of research unit:

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**B2. RESEARCH AND TRAINING PROJECT**

19. Title of the project proposed (***Research details to be provided in an Annex of max 4 pages describing the objectives, methodologies, research calendar, expected outcome and optional secondments***):

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20. List of the 5 most representative keywords of the project proposed:

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21. List 5 names (+ email address) of international experts (based outside the [Federation Wallonia Brussels](http://www.federation-wallonie-bruxelles.be/)) in your field who could be contacted for reviewing your project (obviously, reviewers should not be connected to the applicant nor the host supervisor).

 a) Please be vigilant when identifying the names of international experts and refer to the definition of the concept of conflict of interest commonly accepted by the Research Council.[[3]](#footnote-3) If a conflict of interest is identified, the **project may be excluded from the selection**.

 b) Before giving the name of an expert, **please ensure that they are available to review your project**.

c) Please explain in short why you chose each expert, specify if he/she is generalist or a specialist in your field, and, if applicable, add details of the relationship you have with each of these experts.

 d) You also have the possibility to mention the name of two experts that you wish to exclude from the selection process.

 Names (first and last name) of the 5 experts: ………………………………………………..

 Email addresses of the 5 experts: ……………………………………………………………..

 Additional information: reasons for choosing these experts, etc.

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22. Relation of the proposal with the on-going research activities of the host unit:

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23. Identification of Ethical issues (Note: Research involving activities marked with an asterisk\* in the left columnin the table below will be referred automatically to Ethical Review by the *Université catholique de Louvain*):

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|  | **Research on Human Embryo/ Foetus** | **YES** | **NO** |
| \* | Does the proposed research involve human Embryos? |   |   |
| \* | Does the proposed research involve human Foetal Tissues/ Cells? |   |   |
| \* | Does the proposed research involve human Embryonic Stem Cells (hESCs)? |   |   |
| \* | Does the proposed research on human Embryonic Stem Cells involve cells in culture? |   |   |
| \* | Does the proposed research on Human Embryonic Stem Cells involve the derivation of cells from Embryos? |   |   |

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|  | **Research on Humans** | **YES** | **NO** |
| \* | Does the proposed research involve children? |   |   |
| \* | Does the proposed research involve patients? |   |   |
| \* | Does the proposed research involve persons not able to give consent? |   |   |
| \* | Does the proposed research involve adult healthy volunteers? |   |   |
|   | Does the proposed research involve Human genetic material? |   |   |
|   | Does the proposed research involve Human biological samples? |   |   |
|   | Does the proposed research involve Human data collection? |   |   |

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|  | **Privacy** | **YES** | **NO** |
|   | Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)? |   |   |
|   | Does the proposed research involve tracking the location or observation of people? |   |   |

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|  | **Research on Animals** | **YES** | **NO** |
|   | Does the proposed research involve research on animals? |   |   |
|   | Are those animals transgenic small laboratory animals? |   |   |
|   | Are those animals transgenic farm animals? |   |   |
| \* | Are those animals non-human primates? |   |   |
|   | Are those animals cloned farm animals? |   |   |

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|  | **Other Ethical Issues** | **YES** | **NO** |
| Are there **OTHER** activities that may raise **Ethical Issues**?  |   |   |
| If **YES** please specify: |   |   |
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24. Duration of stay (12 to 36 months) and estimated starting date (max. 1 year after deadline):

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25. Description of potential career development:

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26. Description of the post-stay placement strategy for the researcher/candidate:

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**C. IMPACT**

27. Added value of the stay for the applicant *(career perspectives in the home institute or in Belgium, personal career development, etc.)*

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28. Added value of the stay for the host unit:

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 29. Prospects for further collaboration:

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**D. REFERENCES**

30. The candidate has applied to other funding agencies

 YES – NO

 *If yes, please specify which one(s) and when:*

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31. Have you ever applied to the FSR Incoming Post-Doc Fellowship before this call?

 YES – NO

 *If yes, please specify the year and explain how your project has evolved and how you have tackled the remarks of the evaluators:*

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32. Have you ever applied to the F.R.S.-FNRS “Chargé de Recherche”?

 YES – NO

 *If yes, please explain how your project has evolved and how you have tackled the remarks of the evaluators:*

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33. Additional facts or data which may facilitate the task of the Selection Committee (please add any information the evaluators should know about your profile, your situation and/or your career path such as career breaks, etc.)

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34. Justification of extra bench fees (any request for a budget exceeding the lump sum must be substantiated and justified)

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35. Documents to be added (***please also refer to the Guide for Applicant – point 5***):

* curriculum vitae (Europass template) of the applicant **and** a narrative curriculum vitae (max. 1 double-sides A4 sheet);
* list of scientific publications of the applicant;
* description of the research and training project to be conducted;
* recommendation letter by an academic member of the home institution of the candidate underlining the added value of the stay;
* recommendation letter by an internationally recognized scientific personality;
* motivation letter by the host supervisor (in this letter, the host supervisor should also add a comment on what he/she intends to do in relation to the candidate’s career placement).

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| Date: | **Signature (applicant/researcher):**I certify that I have no conflict of interest with the experts listed under point 21 of this application form |

|  |  |
| --- | --- |
| Date: | **Signature (supervisor):**I certify that I have no conflict of interest with the experts listed under point 21 of this application form |

The outcome of the Selection Committee will be forwarded to the candidate and the host project leader. The holder of a Fellowship must start his/her research in Belgium within 12 months after the deadline of the call.

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**Following the Law of 8 December 1992 concerning the Protection of data of personal nature, the data sent to the UCLouvain Research Administration are protected and only used for the handling of the candidate's file. At any moment a person can ask to have the data concerning him/herself corrected or cancelled.**

1. For an example for illustrative purposes, see: <https://rise.articulate.com/share/NyPk_PNlENdfRS5R5catqqiJzs3woS3Y#/lessons/a0G1S8sChDTr93JCgMlM5HguP42vRwqC> [↑](#footnote-ref-1)
2. Please also inform us if you have changed your address after the submission of your application. [↑](#footnote-ref-2)
3. Definition of the conflict of interest: for a given proposal, a conflict of interest exists if an expert:

(a) has been involved in the preparation of the grant proposal;

(b) will benefit directly or indirectly from the proposal in case of acceptance;

(c) has a close family or personal relationship with the applicant or his/her supervisor;

(d) has had (over the past five years), has, or is likely to have (within the next twelve months) a reporting relationship with the applicant or his/her supervisor;

(e) has been a thesis (co-)sponsor of the applicant or his/her supervisor;

(f) is employed by or acts as a subcontractor to the applicant or his/her supervisor;

(g) has had (over the past five years), has or intends to have (within the next twelve months) a research collaboration with the applicant or his/her supervisor. [↑](#footnote-ref-3)